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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

**TO: ALL TAXING UNITS**

**FROM: DEPARTMENT OF LOCAL GOVERNMENT FINANCE (DLGF)**

**SUBJECT: ADDITIONAL APPROPRIATION/TRANSFER PROCEDURES  
(IC 6-1.1-18-5, IC 6-1.1-18-6)**

**DATE: June 2009**

## IMPORTANT NOTICE

The following serves as a revised update to the additional appropriation memorandum dated June 2008. **Please read this bulletin in its entirety.**

## ADDITIONAL APPROPRIATIONS

The additional appropriation process is used to appropriate money in excess of the established current year budget. Although the fiscal body of a taxing unit must act on all additional appropriations, approval by the Department of Local Government Finance (DLGF) is only required for funds that receive revenue from property taxes levied under IC 6-1.1-2, the Motor Vehicle Highway Fund (IC 8-14-1-1), the Local Road and Street Fund (IC 8-14-2-4), the Rainy Day Fund (IC 36-1-8-5.1) and the Library Improvement Reserve Fund (IC 36-12-3). Other additional appropriations must only be reported (Reporting Only Funds) to the DLGF. Since the DLGF acknowledges Reporting Only Funds, we need to see the financial information to see that the funds are there to support the additional appropriation request. **Therefore**, we will require the 16-line statement to be completed for all Reporting Only Funds. Additional appropriations from the proceeds of bonds and loans are "Reporting Only" and do not require DLGF approval unless the proceeds are deposited in a fund receiving property tax or state distributions. Additional appropriations from the Cumulative Bridge Fund, if the appropriations meet the requirements under IC 8-16-3-3, also are "Reporting Only" and do not require DLGF approval. The DLGF only will acknowledge the receipt of information for funds that are designated as "Reporting Only". In this process, there is a heavy reliance upon individual fiscal officers to provide the DLGF with accurate information. **The DLGF will approve additional appropriation requests only after tax rates have been certified for the County for the current year.**

State grant monies, such as Build Indiana grants, that do not require repayment and that are itemized and earmarked for particular expenditures do not necessarily need to be appropriated by the taxing unit in order to make such expenditures. The determination is under the assumption that the taxing unit receives the money up front and it is receipted into a separate fund and is not

a reimbursement to a previously established fund that requires an appropriation. Grant monies must be expended in accordance with the grant budget.

The following steps should be followed when obtaining additional appropriations (authority to expend funds) that were not included in the annual budget. **Units with departmentalized budgets should use these procedures when appropriations are reduced in one department and re-appropriated in another department within the same fund.**

#### **STEP 1:**

If the proper officers of a political subdivision desire to appropriate more money for a particular year than the amount prescribed in the budget for that year as finally determined by the DLGF budget order, they shall give notice of their proposed additional appropriation. The notice shall state the time and place at which a public hearing will be held on the proposal. The notice shall be published one time (in two (2) newspapers, if available) not less than ten (10) days before the public hearing on the proposal in accordance with IC 5-3-1-2(b).

Publication requirements have not changed in terms of the number of newspapers to be used or the number of insertions. **Legal notices for additional appropriations, whether or not they require approval of the Department of Local Government Finance (Reporting Only Funds), must be published in two (2) newspapers in accordance with IC 5-3-1-4, not less than ten (10) days before the public hearing on the proposal in accordance with IC 5-3-1-2(b).** Political affiliation of the newspaper is no longer associated with legal publication.

Qualified publication as defined in IC 5-3-1-0.7:

“(a) As used in this chapter, "qualified publication" means a publication that:

- 1) is published daily, weekly, semiweekly, or tri-weekly;
- 2) is of general circulation to the public;
- 3) has been published for at least three (3) consecutive years in the same city or town;
- 4) has continuity as to title and general nature of content from issue to issue;
- 5) contains news of general or community interest, community notices, or editorial comment;
- 6) contains advertisements from unrelated advertisers in each issue;
- 7) has, in more than one half (1/2) of its issues published during the previous twelve month period, not more than seventy five percent (75%) advertising content;
- 8) has a known office location in the county which it is published; and
- 9) has been entered, authorized, and accepted by the United States Postal Service as mailable matter of requester second class or of the third class (as defined in 39 U.S.C. 3623) for the time published."

IC 5-3-1-4 covers the guidelines for publication requirements for all political subdivisions. A brief summary of requirements follows:

- **Counties - if only one** newspaper is published in the county, publication in that newspaper is sufficient.
- **City, Town, or School- if only one** newspaper is published in the municipality or School Corporation, publication in that newspaper alone is sufficient. If no newspaper is published in the municipality or School Corporation, then publication shall be made in a newspaper or newspapers published in the county

in which the municipality or school corporation is located and that circulates within the municipality or School Corporation. Also, the notice shall be posted:

(1) at or near the city or town hall or school administration building; or

(2) at the:

(i) public building where the governing body of the respective city, town, or school corporation meets; or

(ii) post office in the municipality or school corporation (or at the bank if there is no post office);

if the municipality does not have a city or town hall, or the School Corporation does not have an administration building.

- Township- **if there is only one** (1) newspaper published in the political subdivision, then the notice shall be published in that newspaper and if another newspaper is published in the county and circulates within the political subdivision in the other newspaper. If no newspaper is published in the political subdivision, then publication shall be made in a newspaper published in the county and that circulates within the political subdivision.

### CROSS COUNTY UNITS

City, Town, School, Fire Protection Territory, Library, Special Taxing District and Conservancies- if a political subdivision has territory in more than one county:

(1) publish in **two** newspapers within boundaries of the political subdivision.

(2) **if there is only one** newspaper published within the boundaries of the political subdivision, then publish in that paper and in any other newspaper that:

a) is published in the county in which the subdivision extends

b) has a general circulation in the political subdivision.

(3) **if no** newspaper is published within the political subdivision's boundaries, then publish in two newspapers that:

a) are published in a county in which the political subdivision extends:

b) has a general circulation in the political subdivision.

(4) **if only one** newspaper is published in any of the counties in which the subdivision extends, then publish in that newspaper if it circulates within the political subdivision.

**\*\*\*Qualified publications must circulate to not less than ten percent of the population of the county in which the qualified publication is published.**

(Sample Notices to Taxpayers and Proof of Posting are included in this memorandum.)

### **STEP 2:**

The proper officers of the taxing unit shall hold the public hearing on the proposal as advertised. At the public hearing, action shall be taken to approve, reduce, or disapprove the additional appropriation as advertised. If the fiscal body tables the request until the following meeting, the additional appropriation does not have to be re-advertised. The tabling of the request must be stated publicly and included in the minutes of the meeting. The fiscal body shall not adopt

appropriations exceeding the amount advertised. (A sample is included in this memorandum.)

### **STEP 3:**

After the public hearing, the proper officers of the taxing unit shall file a Certified Copy of the final fiscal body approved amount, not to exceed the advertised amount, and any other relevant information with the DLGF. Information to complete this form can be obtained from the DLGF 16-line statement provided by the taxing unit's budget field representative. Line items are identified for ease in determining the appropriate figures. Samples of the Certified Copy of Additional Appropriation for funds requiring DLGF approval forms can be found at the end of this memo. **Please do not add lines or categories to the form.** The form follows the computerized data entry fields and when lines are added there is a risk that the numbers may not be entered correctly, resulting in denied requests or partial approvals.

When you are reporting a tax distribution received in the current year that is for taxes due from the previous year, add this amount to line 8b as misc. revenue on the Certified Copy of Additional Appropriation and submit a revised form 2 along with the Certified Copy, showing them as previous year taxes received in the current year.

***Entries on the certified copy and appropriations request should be to the nearest dollar. Do not include cents.***

#### Reporting Only Funds:

As the final step for additional appropriations that are "Reporting Only" the fiscal officer of the taxing unit, shall report the additional appropriation to the DLGF in the form of a Certified Copy. (DLGF approval is not required and it is not necessary to wait for the DLGF's acknowledgement.)

#### Funds That Require DLGF Approval:

After the public hearing, the proper officers of the political subdivision shall file a Certified Copy of the final fiscal body approved amount and the revised miscellaneous revenues Budget Form 2 (if applicable) with the DLGF. (Sample forms of all the required documentation are included with this memorandum.)

**The unit does not need to send a copy of the resolution or ordinance, or copies of the proof of publication. The DLGF will rely on the Certified Copy of Additional Appropriations as verification by the taxing unit's fiscal officer that the required events (notice published, meeting held, and resolution passed) have occurred. The DLGF order approving additional appropriations is conditioned upon accuracy of the Certified Copy and the financial information provided.**

### **STEP 4:**

When the DLGF receives a Certified Copy for a proposed additional appropriation from funds that require the DLGF's approval, the DLGF shall determine whether sufficient funds are available during the calendar year for the proposal. The DLGF shall issue a written

determination within 15 days of receipt of the proposal. The DLGF shall limit the amount of the additional appropriation approval to revenues available, or to be made available, that have not been previously appropriated. The Certified Copy shall include the January 1 cash balance (including investments) and appropriations encumbered from the prior year(s). **The accuracy of the certified copy is certified by the fiscal officer of the taxing unit to the DLGF.**

If an appropriation is to be funded with income in excess of revenue estimates certified by the DLGF, then information supporting such additional revenue must be provided at the time of submission. If revenue is available from carry-over cash that is not encumbered from the previous year or the current budget, supportive evidence is not necessary. Increases in miscellaneous revenue must be shown by completing a revised Budget Form 2 (Estimate of Miscellaneous Revenues) detailing increase. If a Form 2 is not completed, the miscellaneous receipts will not be revised and the proposal will be denied for the amounts that cannot be funded. The revised Form 2 must show the new total amount of Miscellaneous Revenues – the amount previously reported, plus any additional amount available to be appropriated.

**If information filed is incomplete, the DLGF will return the Certified Copy to the taxing unit.**

#### **STEP 5:**

If the DLGF disapproves an additional appropriation, the reason for disapproval shall be specified on the written determination sent to the taxing unit.

#### **STEP 6:**

A taxing unit may request a reconsideration of a determination by the DLGF by filing a written request for reconsideration. A request for reconsideration must:

- 1) Be filed with the DLGF **within fifteen (15) days** of the receipt of the determination by the political subdivision; and
- 2) State specifically the reason for the request for reconsideration.

#### **STEP 7:**

The DLGF must act upon a request for reconsideration within fifteen (15) days of receipt. The Certified Copy of Additional Appropriations, and any revised Form 2's (if applicable), must be sent to:

DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
BUDGET DIVISION/ ATTN: BUDGET DIVISION ADMINISTRATIVE ANALYST  
IGCN ROOM N1058  
100 N SENATE AVE.  
INDIANAPOLIS IN 46204

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**SUMMARY OF ADDITIONAL APPROPRIATION PROCEDURES:**

1. Notice to Taxpayers is published at least ten (10) days prior to the taxing unit's public meeting on the proposed additional appropriation.
2. Public meeting is held on the date and time as advertised. Resolution/Ordinance is passed.
3. Appropriations that require DLGF approval are reviewed by the DLGF to insure that funds are available.
4. For all funds that are "Reporting Only," the unit must report the fund and amount appropriated to the DLGF.
5. The DLGF issues a written determination on appropriations requiring approval within fifteen (15) days of receipt. The deadline to submit additional appropriation requests to the DLGF is **December 15**. Appropriations are available for use upon receipt of DLGF approval.
6. If appropriations are denied, the unit may request within fifteen (15) days specific reconsideration of determination by the DLGF.
7. The DLGF will respond to a reconsideration request within 15 days of receipt.

**WHO CERTIFIES AS THE FISCAL OFFICER:**

<b>COUNTIES:</b>	County Auditor
<b>TOWNSHIPS:</b>	Trustee
<b>CITIES:</b>	Controller, Clerk-Treasurer
<b>TOWNS:</b>	Clerk-Treasurer
<b>LIBRARIES:</b>	Director, Treasurer
<b>SCHOOLS:</b>	Superintendent, Business Manager, Treasurer
<b>SPECIAL DISTRICTS:</b>	Treasurer to the Board

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## **TRANSFER OF APPROPRIATIONS**

IC 6-1.1-18-6 reads:

- a) The proper officers of a political subdivision may transfer money from one major budget classification to another within a department or office if:
  - (1) they determine that the transfer is necessary;
  - (2) the transfer does not require expenditure of more money than the total amount set out in the budget as finally determined under this article;
  - (3) the transfer is made at a regular public meeting and by proper ordinance/resolution; and
- b) A transfer may be made under this section without notice and without the approval of the DLGF.

**(Note: It is not necessary to file documentation with the DLGF on transfers from one major budget classification to another within a department.)**

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## **TRANSFER OF FUNDS TO THE RAINY DAY FUND**

Pursuant to IC 36-1-8-5.1:

“(a) This section applies to all funds raised by a general or special tax levy on all the taxable property of a political subdivision.

(b) Whenever the purposes of a tax levy have been fulfilled and an unused and unencumbered balance remains in the fund, the fiscal body of the political subdivision shall order the balance of that fund to be transferred as follows, unless a statute provides that it be transferred otherwise:

(1) Funds of a county, to the general fund or rainy day fund of the county, as provided in section 5.1 of this chapter.

(2) Funds of a municipality, to the general fund or rainy day fund of the municipality, as provided in section 5.1 of this chapter.

(3) Funds of a township for redemption of township assistance obligations, to the township assistance fund of the township or rainy day fund of the township, as provided in section 5.1 of this chapter.

(4) Funds of any other political subdivision, to the general fund or rainy day fund of the political subdivision, as provided in section 5.1 of this chapter. However, if the political subdivision is dissolved or does not have a general fund or rainy day fund, then to the general fund of each of the units located in the political subdivision in the same proportion that the assessed valuation of the unit bears to the total assessed valuation of the political subdivision.

(c) Whenever an unused and unencumbered balance remains in the civil township fund of a township and a current tax levy for the fund is not needed, the township fiscal body may order any part of the balance of that fund transferred to the debt service fund of the school corporation located in or partly in the township; but if more than one (1) school corporation is located in or partly in the township, then any sum transferred shall be transferred to the debt service fund of each of those school corporations in the same proportion that the part of the assessed valuation of the school corporation in the township bears to the total assessed valuation of the township.

(d) Transfers to a political subdivision's rainy day fund may be made at any time during the political subdivision's fiscal year.”

Keep in mind, the rainy day fund is subject to the same appropriation process as other funds that receive tax money. Before making an appropriation from the rainy day fund, the fiscal body shall make a finding that the proposed use of the rainy day fund is consistent with the intent of the original fund.

The DLGF may not reduce the actual or maximum permissible levy of a political subdivision as a result of a balance in the rainy day fund of the political subdivision.

Transfers to the Rainy Day Fund must be reported to the DLGF. Units must submit to the DLGF the resolution/ordinance from the fiscal body approving the transfer. The resolution/ordinance must include the name of each fund and the amount being transferred out of each fund to the Rainy Day Fund. Resolutions/ordinances establishing the Rainy Day Fund must also be submitted to the DLGF.



## ADMINISTRATIVE NOTES

1. Questions regarding Additional Appropriations should be directed to the attention of Dan Jones, Assistant Budget Director, or the Administrative Analyst at (317) 232-3758.
2. Additional Appropriations to be approved by the DLGF will not be accepted after **December 15** of any year. Units may submit “Reporting Only” appropriations until December 31 of any year.
3. The *Certified Copy of Additional Appropriations* utilizes the computer generated Budget Form 4B (16 line statement), Budget Form 4 (approved appropriations) and Budget Form 2 (miscellaneous revenues) which is provided to each unit with the 1782 Notice.
4. When increasing miscellaneous revenues for Line 4 of the Certified Copy, only show increases in Column B of Budget Form 2 (Miscellaneous Revenue Estimates). Column B must be fully completed and totaled. Be sure to include the form when forwarding the additional appropriation to the DLGF.
5. Encumbrances that are certified on Line 8 of the certified copy are approved appropriations carried forward from a prior year, were supported by a sufficient cash balance for that year, and are evidenced by a contract or purchase order. Appropriations carried forward (encumbrance) should be approved by the unit’s fiscal body prior to start of the year to which carried forward.
6. Outstanding temporary loans and prior year levy excess amounts (amounts that need transferred to a levy excess fund) need to be reflected in the surplus funds (lines 10 and 13). Either add those amounts to Encumbrances on line 8, or subtract them from the January 1<sup>st</sup> Cash Balance amount on line 5. Please indicate those amounts as a footnote at the bottom of the form.

## How to complete the Certified Copy of Additional Appropriation form

**County name:** Insert your county name on this line.

**Unit name:** Insert the taxing unit name (specifying township, city/town, etc.)

**Date of publication:** This provides the DLGF with the dates the fiscal officer published notice of the additional appropriation. The additional appropriation must be advertised in two newspapers, if two are available. The dates should be pulled from the newspaper publisher's affidavit and both dates must be at least ten days before the public hearing.

**Newspaper:** Provide the name of the newspaper publication used for advertisement of the additional appropriation. If only one newspaper is used, write not applicable in the second line.

**Public hearing:** This is the date of the public hearing on the additional appropriation.

**Resolution date:** This is the date the fiscal body passed the resolution/ordinance approving the additional appropriation. The resolution date cannot be before the date of the public hearing.

**Fund number:** This should come from your 16-line statement. Common fund numbers for a county are: 0101 General, 0180 Debt Service, 1312 Park and Recreation, 0706 MVH, 0708 Local Road and Street and 2391 Cumulative Capital Development.

**Fund name:** Refer to the fund number on your 16-line statement section for the appropriate fund names.

**Appropriation request:** This should reflect the amount approved by the fiscal body at the additional appropriation hearing. Do not include cents – round to the nearest dollar.

**Amount by reduction:** If the taxing unit is reducing a line item within a particular fund, it is considered a reduction. The amount reduced by the fiscal body would be placed on this line.

**Amount by surplus:** This is the appropriation request minus the amount by reduction.

**Line 1: Property tax levy.** This reflects line 16 from the 16-line statement provided by the Department of Local Government Finance with the 1782 Notice or the tax rate multiplied by the assessed valuation reflected on the budget order.

**Line 2: Levy excess applied.** This reflects line 15 of the 16-line statement provided by the Department of Local Government Finance at the fall hearing.

**Line 3: PTRC from CAGIT (Line 13).** This reflects line 13 of the 16-line statement provided by the DLGF at the fall hearing. If you are a CAGIT county, this line may have an amount placed on it. If your county is non-adopting or COIT, there would be no amount on this line.

**Line 4: Miscellaneous Revenue estimate (Line 8B).** This is line 8B on the 16-line statement

provided by the DLGF with the 1782 Notice. If you are increasing the amount above what was determined on the 1782 Notice, a revised Form 2, Estimate of Miscellaneous Revenue, must be attached to the Certified Copy of Additional Appropriation supporting the increase requested. If no revised Form 2 is received, your request will be based upon the original miscellaneous revenue form determined by the DLGF.

**Line 5: January 1 Cash balance, including investments.** This is the cash balance in the appropriate fund as of January 1 of the current year. This figure is taken from the fiscal officer's ledger book. Do not include investments attributed to other funds.

**Line 6: Total funds available.** Simply add lines 1 through 5 on the worksheet. This represents total funds available before any appropriations are deducted for this fund.

**Line 7: Original Budget.** This is line 1 of the 16-line statement provided by the DLGF at the fall budget hearing. The budget amount is also included in the final budget order.

**Line 8: Encumbered appropriations.** This amount would be any prior year carryovers for a particular fund. An example: \$5,000 in capital outlays are obligated through a purchase order or contract for office equipment but the check will not be written until after January 1. The original appropriation was in place the prior year but the funds were not spent.

**Line 9: Total beginning appropriations.** Simply add lines 7 and 8. This represents the amount of funds already committed for this fund.

**Line 10: Surplus funds (6-9).** This represents line 6 of this worksheet minus line 9. These are the funds available before the approval of any additional appropriations during the current calendar year.

**Line 11: Amount appropriated since January 1<sup>st</sup> less any reductions in appropriations.** This represents any previous additional appropriations done in excess of the budget during the current calendar year. It does not include the current year budget.

**Line 12: Amount transferred to the Rainy Day Fund.** This represents the amount of funds transferred to the rainy day fund from this fund in the current budget year.

**Line 13: Surplus funds remaining (10-11-12).** This represents the total amount of uncommitted funds available for appropriation. If the amount on this line exceeds the amount requested, it is likely the additional appropriation will be approved if proper procedure has been followed. The appropriation approved will be limited to the amount on this line. Requests for amounts exceeding line 13 will be denied.

**SAMPLE  
ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE**

Whereas, It has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Sec.1. Be it ordained (resolved) by the \_\_\_\_\_  
(Governing Body)  
 of \_\_\_\_\_, \_\_\_\_\_ County, that for the expenses of the  
(Taxing Unit) (County)  
 taxing unit the following additional sums of money are hereby appropriated out of the funds  
 named and for the purposes specified, subject to laws governing the same:

Fund Name: _____	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification:		
10000 Personal Services	\$ _____	\$ _____
20000 Supplies	\$ _____	\$ _____
30000 Other Services & Charges	\$ _____	\$ _____
40000 Capital Outlays	\$ _____	\$ _____
 TOTAL for _____ Fund:	 \$ _____	 \$ _____

(Repeat for any other funds)

\*\*\*\*\*

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NAY	AYE
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

\_\_\_\_\_  
 Secretary of Governing Body

***Note: This resolution is only to be used when appropriations are being reduced and you are showing an amount on line D of the Certified Copy.***

**SAMPLE  
APPROPRIATION REDUCTION RESOLUTION/ORDINANCE**

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, it is further ordained (resolved) that the following existing appropriations be reduced in the following amounts:

	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
10000 Personal Services	\$ _____	\$ _____
20000 Supplies	\$ _____	\$ _____
30000 Other Services & Charges	\$ _____	\$ _____
40000 Capital Outlays	\$ _____	\$ _____
 TOTAL for _____ Fund:	 \$ _____	 \$ _____

(Repeat for any other funds)

\*\*\*\*\*

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAY

AYE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary of Governing Body

**SAMPLE**  
**ADDITIONAL APPROPRIATION & REDUCTION RESOLUTION/ORDINANCE**

Whereas, It has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Sec.1. Be it ordained (resolved) by the \_\_\_\_\_ (unit) of \_\_\_\_\_ County that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: _____	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification:		
10000 Personal Services	\$ _____	\$ _____
20000 Supplies	\$ _____	\$ _____
30000 Other Services & Charges	\$ _____	\$ _____
40000 Capital Outlays	\$ _____	\$ _____
 TOTAL for Fund:	 \$ _____	 \$ _____

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, it is further ordained (resolved) that the following existing appropriations be reduced in the following amounts:

_____ - 0101	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
10000 Personal Services	\$ _____	\$ _____
20000 Supplies	\$ _____	\$ _____
30000 Other Services & Charges	\$ _____	\$ _____
40000 Capital Outlays	\$ _____	\$ _____
 TOTAL for _____ Fund:	 \$ _____	 \$ _____

\*\*\*\*\*

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAY	AYE
_____	_____
_____	_____
_____	_____

ATTEST:

\_\_\_\_\_  
Secretary of Governing Body

**SAMPLE**  
**NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of \_\_\_\_\_, \_\_\_\_\_ County,  
(Name of Taxing Unit) (County)

Indiana that the proper legal officers will consider the following additional appropriations in

excess of the budget for the current year at their regular meeting place at

\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ .m., on the \_\_\_\_\_ day of  
(Location)

\_\_\_\_\_, 20\_\_\_\_.

Fund Name: \_\_\_\_\_

Amount

Major Budget Classification:

10000 Personal Services \$ \_\_\_\_\_

20000 Supplies \$ \_\_\_\_\_

30000 Other Services & Charges \$ \_\_\_\_\_

40000 Capital Outlays \$ \_\_\_\_\_

TOTAL for \_\_\_\_\_ Fund: \$ \_\_\_\_\_  
(Repeat for any other funds)

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (DLGF). The DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Fiscal Officer)

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*Do not publish the following Instructional Note*

**Appropriations to be reduced should be named in the published notice; set out separately and not co-mingled with the additional appropriations being requested. The resolution/ordinance adopted by the governing body must separately list each appropriation by fund and classification.**

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I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_,  
 \_\_\_\_\_, \_\_\_\_\_ County, Indiana hereby certify  
 \_\_\_\_\_, \_\_\_\_\_  
 \_\_\_\_\_, 20\_\_\_\_, I did post in three (3) public places located in the  
 municipal corporation a copy of the Notice To Taxpayers of Additional Appropriations. The  
 notice was in the form attached and made part of this certification.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

(Signature - Official Title)



**CERTIFIED COPY OF ADDITIONAL APPROPRIATION**

COUNTY NAME: \_\_\_\_\_

UNIT NAME: \_\_\_\_\_

Date of Publication \_\_\_\_\_ Newspaper \_\_\_\_\_

Date of Publication \_\_\_\_\_ Newspaper \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

Date of Resolution/Ordinance \_\_\_\_\_

County # \_\_\_\_\_

Unit # \_\_\_\_\_

Date Received: \_\_\_\_\_

Order Number: \_\_\_\_\_

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.  
Lines referred to below are on the 16 – Line computer statement from the DLGF.

A. DLGF Fund Number				
B. Fund Name				
C. Appropriation Amount Requested				
D. Amount by Reduction				
E. Amount by Surplus (C – D)				
1. Property Tax Levy ( Line 16 )				
2. Levy Excess ( Line 15 )				
3. PTRC from CAGIT ( Line 13 )				
4. Misc. Revenue ( Line 8b ) (If higher than 8b amount, a revised Budget Form 2 must be attached.)				
5. January 1 Cash Balance (see administrative note #6)				
6. Total Funds ( 1 + 2 + 3 + 4 + 5 )				
7. DLGF Approved Budget				
8. Encumbered Appropriations				
9. Beginning Appropriations ( 7 + 8 )				
10. Surplus Funds ( 6 – 9 )				
11. Amount additionally appropriated since January 1 <sup>st</sup> less any reductions in appropriations.				
12. Amount transferred to the Rainy Day Fund.				
13. Surplus Funds Remaining (10-11-12)				

I, \_\_\_\_\_, fiscal officer of \_\_\_\_\_ do hereby certify  
that the above information is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Unit Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(City / Town / Zip Code)

\_\_\_\_\_  
(E-mail Address - Optional)